

UIC Heritage Garden Summer 2024 Internship Application

GENERAL INTERN POSITIONS

SCHEDULE

Internship Program runs from

- May 20th – August 9th, 2024 (11 weeks)
- With unpaid, one week break July 1st – July 5th

Monday to Friday between 10 am to 2 pm*

Subject to change. See website for details at

<http://heritagegarden.uic.edu/apply-now>

PROGRAM DESCRIPTION

The UIC Heritage Garden is currently seeking upcoming **Sophomore** and **Junior** undergraduate UIC students, (**or** undergraduate students that can potentially **commit to this program six semesters**) for the 2024 Summer Internship.

The UIC Heritage Garden is a project of the seven Centers for Cultural Understanding and Social Change (CCUSC) and receives funding from the UIC Sustainability Fee. The goal of the UIC Heritage Garden is “*to create an educational space that connects horticulture to cultural diversity, environmental sustainability, and social justice.*” Interns will assist with a variety of projects to support this goal. Interns will have the opportunity to continue with the UIC Heritage Garden program through fall and spring if they complete all aspects of the summer program in a satisfactory manner. There is potential to advance to a leadership position the following summer, fall and spring. We also seek to hire one photography/media intern (see *photography & media position* application, available on website). Interns will **receive around \$3,500** over 11 weeks if all hours are worked for the summer (See website for additional details).

*We may need to make modifications to the schedule based on: having in-person and online components; artistic collaborations; and field trips to different sites across the Chicago-land area. The internship is **18 hours a week**, so you will not be working all Monday through Friday from 10 am to 2 pm, but we’d like folks to be available at those times as we finalize the schedule.

Qualifications

- Seeking to build/expand their social and environmental justice toolkit
- Responsible
- Committed
- Excellent oral and written skills
- Ability to work in a team and independently
- Creative thinking
- Willing to build leadership skills
- Ability to handle simultaneous projects
- Willing to learn and engage in different subject areas



- Empathetic

Students with experience in the following areas will be highly considered: program development, group communication, community outreach, research, and gardening. However, students with little to no experience in some of these areas are encouraged to apply.

Eligibility

- Interns must be available to work 18 hours a week beginning May 20th through August 9th, with a week-long break between July 1st to July 5th. In order to be eligible for the internship, individuals must be available for the full 11 weeks. See syllabus for past attendance policies.
- Interns must participate in **ALL** the activities outlined in the program syllabus. Please refer to the previous program syllabus on the UIC Heritage Garden website for the list of activities found at <http://heritagegarden.uic.edu/syllabi>
- Interns must have good academic standing, including a GPA of at least 2.5.
- The UIC Heritage Garden internship is open to DACA recipients and RISE Act* eligible students.

*RISE Act eligible students may qualify for a \$1000 tuition award. Please go to <http://heritagegarden.uic.edu/apply-now> and contact us for more details about how the award works, as it differs in time commitment and amount from the one mentioned above.

APPLICATIONS DUE

Applications for the 2024 Summer Internships are due **March 1st by 11:59 pm**. Submit an online copy of your application **along with your resume attached** to the UIC Heritage Garden email heritagegarden.uic@gmail.com. Email subject should read "Summer 2024 Application (Your Name)"

Following application review, we will email a selected group of applicants in mid March to participate in individual virtual interviews. These selected applicants will be expected to **turn in a letter of recommendation** from a faculty member, advisor, or employer by **Monday, April 1st at 11:59 pm** to heritagegarden.uic@gmail.com. **The letter of recommendation is not required for your initial application submission.** The guidelines for the letter of recommendation will be provided through email correspondence.

CONTACT INFO

If you have any questions about the internship and/or application, please email us at heritagegarden.uic@gmail.com. **We look forward to your applications.** For more information about the UIC Heritage Garden, visit our website: heritagegarden.uic.edu or call us at 312 996 3143 Monday, Wednesday and Friday between 9 am to 3 pm.

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Date _____

Personal Information (please type)

Name(s) _____

Pronoun(s) _____

Where will you live during the summer of 2024 (specify one)?

- City of Chicago (specify neighborhood): _____
- Suburb (specify): _____

Phone Number _____

UIC Email _____

Major _____

Minor _____

Current GPA _____

Anticipated Graduation Date (month/year): _____

What is your cultural heritage(s)?

Have you previously been employed or volunteered in a garden setting?

- ____ YES
- ____ NO
- If yes, when and where?

How did you find out about this internship program?

- ____ Email Announcement
- ____ Public Program
- ____ Website
- Other (Specify):

Essay Questions

For the following section, please type your responses for the short-essay questions, for a total length of two pages, single spaced. Please answer each question separately.

1. What skills and relevant experiences in the following areas - gardening, community engagement, leadership, research, program development, photography, and/or social media - can you bring to this internship? (~300 words)
2. Have you observed any environmental/social injustices in your community or in current events? How would you work to fix them? (~300 words)
3. Why do you want to participate in this internship and what do you hope to gain from it? (~300 words)